

CITY OF WEST LINN
PRE-APPLICATION CONFERENCE MEETING
SUMMARY NOTES
November 18, 2021

SUBJECT: Class II Historic Design Review for exterior alterations to 1731 Willamette Falls Drive.

FILE: PA-21-22

ATTENDEES: Applicant: Jessica Iselin (Architect), Tim Tofte (Owner)
Staff: John Floyd (Planning), Lynn Schroder (Planning)
Public: Kathie Halicki (Willamette NA)

The following is a summary of the meeting discussion provided to you from staff meeting notes. Additional information may be provided to address any "follow-up" items identified during the meeting. These comments are PRELIMINARY in nature. Please contact the Planning Department with any questions regarding approval criteria, submittal requirements, or any other planning-related items. Please note disclaimer statement below.

Site Information

Site Address: 1731-1741 Willamette Falls Drive
Tax Lot No.: 3E02BA02500
Site Area: 10,000 Square Feet +/-
Neighborhood: Willamette Neighborhood Association
Comp. Plan: Commercial
Zoning: General Commercial (GC)
Zoning Overlays: Willamette Historic District (local designation), Willamette Falls Drive Commercial Design District
Applicable CDC Chapters: Chapter 19: General Commercial (GC)
Chapter 25: Overlay Zones – Historic District
Chapter 58: Willamette Falls Drive Commercial Design District
Chapter 99: Procedures for Decision Making: Quasi-Judicial

Project Details

The applicant is proposing façade updates that coincide with an internal expansion of an existing restaurant (West Linn Saloon). The changes include replacement of an existing flush entry door with a recessed double entry door, removal and replacement of an existing awning with two smaller awnings, placement of a new 3" x 10" parapet cap, and painting of the exterior. Related to these changes are interior alterations to include expansion of an existing restaurant (West Linn Saloon) into an adjacent space and ADA upgrades to an existing bathroom.

Discussion Points:

The discussion touched on multiple topics and included ADA standards, proposed changes to the awnings and doors, and a request for contact information for the West Linn Historical Society and Willamette Neighborhood Association.

Pertinent Factors:

The proposed work will require a Class II Historic Design Review as it appears to be disturbing more than 100 square feet of the facade. The Historic Review Board (HRB) is the approval authority for such applications. Per CDC 58.030(B), the work will have to comply with the provisions of CDC 25 (Historic District) and CDC 58 (WFD Commercial Design District).

The current façade and paint color were approved in 2015 under [DR-15-12](#). The applicant is encourage to review this application as many of the same standards will apply.

Eating and drinking establishments are a permitted use in the district, and minimum parking requirements are waived within the Willamette Falls Drive Commercial Design District (CDC 46.140). Expansion of the restaurant does not require frontage improvements as the City has recently reconstructed Willamette Falls Drive to full standard. No improvements are required along the alley frontage.

Note that the HRB is nearing finalization of text amendments to CDC 25 and 58. These changes are not expected to substantially change the proposed design, but staff wants you to be aware that standards and process requirements may change in 2022.

Building: For building code and ADA questions, please contact Adam Bernert at abernert@westlinnoregon.gov or 503-742-6054.

Engineering: For work in the right of way and utility questions, please contact Erich Lais at elais@westlinnoregon.gov or 503-722-3434.

Tualatin Valley Fire & Rescue: Per the attached email, TVF&R has no comments at this time. Please contact Jason Arn at jason.arn@tvfr.com or 503-259-1510 with any questions.

Process: For the proposal, address the submittal requirements and standards for decision making in the Community Development Code (CDC) chapters:

- Chapter 19: General Commercial (GC)
- Chapter 25: Overlay Zones – Historic District
- Chapter 58: Willamette Falls Drive Commercial Design District
- Chapter 99: Procedures for Decision Making: Quasi-Judicial

N/A is not an acceptable response to the approval criteria. The submittal requirements may be waived, but the applicant must first identify the specific submittal requirement and request, in letter form, that it be waived by the Planning Manager and must identify the specific grounds for that waiver.

The fee for a Class II Historic Design Review is \$500.

Once the application and deposit/fee are submitted, the City has 30 days to determine if the application is complete or not. If the application is not complete, the applicant has 180 days to make it complete or provide written notice to staff that no other information will be provided. Once complete, the City has 120 days from the date of completeness to make a final decision on the application.

Typical land use applications can take 6-10 months from beginning to end.

DISCLAIMER: This summary discussion covers issues identified to date. It does not imply that these are the only issues. The burden of proof is on the applicant to demonstrate that all approval criteria have been met. These notes do not constitute an endorsement of the proposed application **or provide any assurance of potential outcomes**. Staff responses are based on limited material presented at this pre-application meeting. New issues, requirements, etc. could emerge as the application is developed. Pre-application notes are void after 18 months. After 18 months with no application approved or in process, a new pre-application conference is required. Any changes to the CDC standards may require a different design or submittal.